

NHS Greater Glasgow and Clyde	Paper No. 24/135
Meeting:	NHSGGC Board Meeting
Meeting Date:	29 October 2024
Title:	Board Annual Cycle of Business
Sponsoring Director:	Ms Sandra Bustillo, Director of Communications and Public Engagement
Report Author:	Ms Kim Donald Corporate Services Manager - Governance /Board Secretary

1. Purpose

The purpose of the paper is to ensure awareness of the Board's Annual Cycle of Business aligned to our Corporate Aims and Corporate Objectives.

2. Executive Summary

The paper can be summarised as follows:

- The attached Annual Cycle of Business describes the timetable of topics/discussion, the business items that will be considered, and their Corporate Objective alignment.
- It is important to note that this is a dynamic process, and items may require to be added or moved, however any alteration will be advised and annotated to ensure transparency.

3. Recommendations

The NHS Board is asked to consider the following recommendations:

- Note the contents of the timetable.
- Be assured that the topics considered are in line with our Corporate Objectives.

4. Response Required

This paper is presented for **approval**.

5. Impact Assessment

The impact of this paper on NHSGGC's corporate aims, approach to equality and diversity and environmental impact are assessed as follows:

- | | |
|------------------------|------------------------|
| • Better Health | <u>Positive impact</u> |
| • Better Care | <u>Positive impact</u> |
| • Better Value | <u>Positive impact</u> |
| • Better Workplace | <u>Positive impact</u> |
| • Equality & Diversity | <u>Positive impact</u> |
| • Environment | <u>Positive impact</u> |

6. Engagement & Communications

The issues addressed in this paper were subject to the following engagement and communications activity:

- Regular updates to the Board as part of the Active Governance papers.

7. Governance Route

This paper has been previously considered by the following groups as part of its development:

- As above.

8. Date Prepared & Issued

Prepared on 18 October 2024

Issued on 22 October 2024

Board Annual Cycle of Business - 2024/25

Corporate Objective alignment

Better Health

- **COBH1 To reduce the burden of disease on the population through health improvement programmes that deliver a measurable shift to prevention rather than treatment.**
- **COBH2 To reduce health inequalities through advocacy and community planning.**
- **COBH3 To reduce the premature mortality rate of the population and the variance in this between communities.**
- **COBH4 To ensure the best start for children with a focus on developing good health and wellbeing in their early years.**
- **COBH5 To promote and support good mental health and wellbeing at all ages.**

Better Care

- **COBC6 To provide a safe environment and appropriate working practices that minimise the risk of injury or harm to our patients and our people.**
- **COBC7 To ensure services are timely and accessible to all parts of the community we serve.**
- **COBC8 To deliver person centre care through a partnership approach built on respect, compassion and shared decision making.**
- **COBC9 To continuously improve the quality of care, engaging with our patients and out people to ensure healthcare services meet their needs.**
- **COBC10 To shift the reliance on hospital care towards proactive and co-ordinated care and support in the community.**

Better Value

- **COBV11 To ensure effective financial planning across the healthcare system that supports financial sustainability and balanced budgets.**
- **COBV12 To reduce cost variation, improve productivity and eliminate waste through a robust system of efficiency savings management.**
- **COBV13 To exploit the potential for research, digital technology and innovation to reform service delivery and reduce costs.**
- **COBV14 To utilise and improve our capital assets to support the reform of healthcare.**

Better Workplace

- **COBW15 To ensure our people are treated fairly and consistently, with dignity and respect, and work in an environment where diversity is valued.**
- **COBW16 To ensure our people are well informed.**
- **COBW17 To ensure our people are appropriately trained and developed.**

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- **COBW18 To ensure our people are involved in decisions that affect them.**
- **COBW19 To promote the health and wellbeing of our people.**
- **COBW20 To provide a continuously improving and safe working environment.**

- *Provisional dates subject to annotated amendments*

Agenda Item/Topic	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Standing Items								
Introductory Remarks, Welcome and Apologies	Chair	x	x	x	x	x	x	
Declarations of Interest	Chair	x	x	x	x	x	x	
Minutes of previous meeting	Chair	x	x	x	x	x	x	
Matters Arising and Rolling Action List	Chair	x	x	x	x	x	x	
Chair's Update	Chair	x	x	x	x	x	x	
Chief Executive's Update	CE	x	x	x	x	x	x	
Patient Story	DoN	x	x	x	x	x	x	
Communications and Engagement Update	DoCPE	x	x	x	x	x	x	
Board Activity Update	DOCSG	x	x	x	x	x	x	
Better Health	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Public Health Screening Programme Annual Report	DoPH		x				x	COBH3
Population Health & Well Being Committee Chair's Report and Minutes	Chair of the Committee	x		✖ ¹	x		x	COBH1-5
Public Health Strategy 2018-2028: Turning the Tide through Prevention Review	DoPH	x						COBH1-5

¹ July meeting cancelled

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Obesity Prevention and Early Intervention to Type 2 Diabetes	DoPH					x		COBH1-5
A Fairer NHSGGC - Equalities Scheme 2024-2025	DOPH	x						COBW15-20
United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Bill (UNCRC)	DoPH				x²			COBH1-5
Better Care	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Winter Plan	MD				x			All
Annual Delivery Plan – Update	MD		x					COBC6-10 COBV11
Medium Term Plan	MD			x				COBC6-10 COBV11
Moving Forward Together – Clinical Roadmap	MD			x				COBC6-10 COBV11
NHSGGC Board Performance Report	DoF	x	x	x	x	x	x	COBC7
Healthcare Associated Infection Report	DoIPC	x	x	x	x	x	x	COBC6
Quality Strategy	DoN		x					COBC6
Clinical & Care Governance Annual Report	MD				x			COBC6
Duty of Candour Annual Report	MD				x³			COBC6
Research and Development Annual Report	MD	x						COBV13
Acute Services Committee Chair's Report and Minutes	Chair of the Committee	x	x		x	x	x	COBC06-10
Clinical & Care Governance Committee Chair's Report and Minutes	Chair of the Committee	x	x		x	x		COBC06-10

² Deferred from August to allow review at Oct PHWB

³ Added following submission to CCG

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Area Clinical Forum Chair's Report and Minutes	Chair of the Committee	x	x	x	x	x	x	COBC06-10
Strategy for Mental Health Services in Greater Glasgow & Clyde: 2023 – 2028 - Update	CO						x	COBC06-10
Adult Mental Health Strategy Update	CO						x	COBC06-10
Public Protection Strategy - Update	DoN				x			COBC06-10
Maternity and Neonatal Strategy	DoN					x ⁴		COBC06-10
Primary Care Strategy	CO	x						COBH1-5
Supporting the Delivery of GP Out of Hours in NHS Greater Glasgow and Clyde	DOCPE	x						COBC6/COBC8
Draft Stakeholder Communications and Engagement Strategy 2024-27	DOCPE	x						COBC6/COBC10
Research and Innovation Strategy	MD			x				COBV13
Feedback, Comments, Complaints and Concerns Annual Report 2023/24	DoN				x			COBC6 ⁵
Better Value	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
NHSGGC Finance Report	DoF	x	x	x	x	x	x	COBV11
Financial Plan 2024/25	DoF	x					x	COBV11
Capital Plan 2024/25	DoF	x					x	COBV11
Radionuclide FBC	DoF DoEF			x				COBV11
Transformation of Specialist Neurosciences, OMFS and Spinal Injuries Services in the West of Scotland – Pre OBC – Economic Case	DoF DoEF			x				

⁴ Deferred to December

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NHSGGC Digital Strategy (update)	DoEH					x		COBC9
Governance Statement 2023/24	Chair of ARC		x					COBV11
Annual Report and Consolidated Accounts	DoF		x					COBV11
Annual Report for the Board of NHSGGC and the Auditor General for Scotland	Auditor		x					COBV11
Finance Planning and Performance Committee Chairs Report and Minutes	Chair of the Committee	x	x	x	x	x	x	COBV11-14
Audit & Risk Committee Chair's Report and Minutes	Chair of the Committee	x	x		x	x		COBV11-14
IJB Leads Report	GGC Lead	x	x	x	x	x	x	COBV11-14
Sustainability Strategy	DoEF					x		COBC9
Moving Pharmacy Forward (update)	DoP					x		COBV11-14
Clinical Infrastructure Strategy	DoEF						x	COBC9
Procurement Strategy	DoEF		x					COBC9
Better Workplace	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Staff Governance Committee Chair's Report and Minutes	Co-Chairs of the Committee		x	x	x ⁶	x	x	COBW15-20
Staff Health Strategy	DOHROD					x		COBW15-20
Workforce Strategy 2021-2025 Review	DOHROD	x						COBW15-20
Internal Communications & Employee Engagement Strategy Review	DOHROD/ DoCPE						x	COBW15-20

⁶ No meeting held before October Board

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Whistleblowing Annual Report	DOCSG			x				COBW15-20
Anti-Racism Plans – Scottish Government Guidance and NHSGGC Approach	DOHROD					x ⁷		COBW15-20
Governance	Lead	30 April 2024	25 June 2024	27 August 2024	29 October 2024	17 December 2024	25 February 2025	Corporate Objective Coverage
Implementing the Active Governance Approach/Board Development Plan	DoCGA	x			x			COBC6/COBC8
Integration Schemes	CO					x ⁸		COBC6/COBC8
Annual Review of Governance	DoCGA		x					COBC6/COBC8
Review of Governance Committee and Integration Joint Board Membership	DoCGA	x	x	x	x ⁹	x		COBC6/COBC8
Draft Operational Priorities 2024/25	DoCGA		x					COBC6/COBC8
Annual Cycle of Business	DoCGA	x	x	x	x	x	x	COBC6/COBC8
Board Calendar of Meetings 2025/26	DoCGA				x ¹⁰			COBC6/COBC8
Pharmacy Practice Committee – Decisions (<i>when required</i>)	Chair of Committee	x	x	x		x	x	COBC9
Corporate Risk Register	DoF	x	x			x		COBW6-20
Risk Appetite Statement	DoCSA					x		COB1-20

⁷ Added to December meeting to allow network and Committee consideration

⁸ No update on integration schemes available for October Board – deferred

⁹ Added to October following confirmation of Committee Vice Chairs

¹⁰ Added as 25/26 calendar scheduled to be reviewed/agreed

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Abbreviations	
DoF	Director of Finance
COO	Chief Operating Officer
CO, GCHSCP	Chief Officer, Glasgow City HSCP
MD	Medical Director
CE	Chief Executive
DoCGA	Director of Corporate Governance and Administration
DoGPOOH	Director of GP Out of Hours
DoEF	Director of Estates and Facilities
DoHROD	Director of Human Resources and Organisational Development
DOCPE	Director of Communications and Public Engagement
DoPC	Director of Primary Care
DoPH	Director of Public Health
DoEH	Director of eHealth
DoIPC	Director of Infection Prevention and Control